

DUNS TEW PARISH COUNCIL

GRANT AWARDING POLICY

Duns Tew Parish Council is able to make monetary grants any organisation that works for the benefit of people residing in the Parish of Duns Tew. Any organisation can only make one application for a grant in any one financial year (April to March). The Council regrets that it is not able to make grants to individuals.

CONDITIONS OF FUNDING

1. Applications will be considered from charitable or non-profit making organisations. Applications will be considered for individual projects only.
2. Applications must include a cost / benefit analysis and demonstrate a benefit to a group of people within the Parish.
3. Applications WILL NOT be considered for the following:
 - from organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion.
 - from private organisations operated as a business to make a profit or surplus.
 - from local groups whose fund raising is sent to their central HQ for redistribution.
 - for projects which benefit individuals.
 - for day-to-day running costs.
 - for expenditure which has already been incurred.
4. Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations; unless funds are not available from their national bodies or the funds available are inadequate for a specified project.
5. Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
6. Applications from education, health or social service establishments will be considered only where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the Parish.
7. Any organisation applying for a grant will be expected to have clearly written aims and objectives, a written constitution and membership rules, copies of which should be submitted as part of the application. In addition, an organisation must demonstrate that it is properly managed, has robust governance procedures in place and is able to run its affairs responsibly.
8. All applications must demonstrate clearly how a grant or subsidy will be of benefit to the local community within the Parish of Duns Tew.
9. Any organisation applying for a grant is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a detailed budget and business plan.
10. Any organisation applying for a grant is required to have a bank account in its own name with two authorised representatives required to sign each cheque or authorise any electronic bank transfers.

11. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
12. Each application will be assessed on its own merits and will be considered along with other applications at a meeting of the Parish Council. To ensure as fair a distribution as possible, the Committee will take into account the amount and frequency of previous awards.
13. Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities. Further details of other organisations that may be supportive may be obtained from the Parish Clerk.
14. If approved by the Council, the grant will be paid by cheque or by electronic bank transfer. It must be acknowledged promptly by the organisation, stating the amount granted.
15. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Parish Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Parish Council by the end of the financial year following the year in which it was awarded.
16. The Parish Council reserves the right to request feedback or receipts to demonstrate how the money has been spent and/or to inspect the outcome of the expenditure.

Document History:	Date:	Signed:
This policy was adopted by Duns Tew Parish Council at a full Council Meeting.	January 10 th 2013.	
This policy was updated and adopted by Duns Tew Parish Council at a full Council Meeting.	2 nd September 2019.	Chairman.
This policy was updated and adopted by Duns Tew Parish Council at a full Council Meeting.	7 th July 2025	Chairman.